



Vacancy #20-06

**United States Bankruptcy Court
Northern District of Georgia**

VACANCY ANNOUNCEMENT

Position:	CM/ECF Analyst
Location:	Atlanta, GA
Opening Date:	August 27, 2020
Closing Date:	September 20, 2020 or until filled
Salary:	CL 26/27 (\$49,096 - \$87,667) based upon qualifications

Overview: The United States Bankruptcy Court for the Northern District of Georgia, the third largest of its kind in the country, covers 46 counties and maintains offices in Atlanta, Newnan, Gainesville and Rome. Approximately 80 Clerk's Office staff support the work of nine judges.

As the primary administrator of the court's Case Management / Electronic Case Filing (CM/ECF) system, the CM/ECF Analyst will maintain the CM/ECF event dictionary, oversee new release testing and implementation, and work with operations team members to develop and deliver training materials for internal and external users. Additionally, the CM/ECF Analyst will develop and maintain automatic docketing interface (ADI) scripts and other peripheral applications that enhance system functionality.

The CM/ECF Analyst should have project management experience as the successful candidate will play an integral role in the migration from CM/ECF to successor programs released by the Administrative Office of the U.S. Courts.

Description of Duties:

- Maintain the CM/ECF event dictionary, troubleshooting problems and identifying solutions as needed
- Develop CM/ECF training modules for docketing in the CM/ECF system
- Serve as the primary point of contact for external users with CM/ECF related questions
- Identify and recommend appropriate actions and/or training as well as potential updates on continuing problems to correct CM/ECF issues and quality of work from external users.
- Function as the liaison between IT and operations team members in the review and analysis of operational practices and procedures, and preparing recommendations for internal enhancements to the CM/ECF system
- Interact and work closely with technical staff in the court, the Administrative Office, and the Systems Development and Support Office (SDSO)
- Develop and maintain ADI functionality, troubleshooting problems and effecting, installation and support of new releases and end user training
- Review daily reports ensuring integrity of various system functions
- Play an integral role in planning for the transition to the successor application for CM/ECF initiatives
- Perform other duties as assigned

Mandatory Qualifications:

- Experience with modifying HTML files
- Custom report development
- Significant project management experience
- Outstanding organizational skills as well as the ability to exercise mature judgment and work collaboratively with chambers, court staff, public, the Administrative Office of the U.S. Courts, and other agencies
- Self-motivated, results-driven, and detail-oriented

Court Preferred Qualifications:

- Associate's or Bachelor's Degree in computer science, information systems, or other business discipline
- Experience working in Linux is useful

How to Apply: To be considered for this position, qualified applicants must submit:

- 1) **A cover letter that includes the following:**
 - A brief description of how you meet the qualifications for this position
 - A description of the most complex project for which you have been responsible, including its planning and execution
- 2) Resume
- 3) Complete Form AO 78, Application for Judicial Branch Federal Employment, available on the Court's website at: http://www.ganb.uscourts.gov/sites/default/files/emp_applic.pdf

Completed application packages should be submitted electronically to:

Roosevelt_Childs@ganb.uscourts.gov

Preference will be given to those applications received on or before the closing date of September 20, 2020. Various skills assessment tests may be administered.

Salary considerations: The starting salary will be fixed commensurate with the experience and qualifications of the applicant.

Notice to Applicants: Employees of the United States Bankruptcy Court are appointed in the excepted service, are considered "at-will" employees, and serve at the pleasure of the Court. All Court employees are required to adhere to a Code of Conduct, copies of which are available upon request. The Federal Financial Reform Act requires direct deposit of federal wages for court employees. Applicant must be a United States citizen or eligible to work in the United States.

The United States Bankruptcy Court is a part of the Judicial Branch of the United States government. Although comparable to the Executive Branch (civil service) in salary, leave accrual, health benefits, life insurance benefits, and retirement benefits, court employees generally are not subject to the many statutory and regulatory provisions that govern civil service employment.

The United States Bankruptcy Court is an **Equal Opportunity Employer**.